

July 16, 2015

MINUTES

The Lake County Sheriff's Office Merit Commission met in a regular session on Thursday, July 16, 2015 at the Division of Transportation, 600 W. Winchester, Libertyville, Illinois with the following:

Present:

Marion Watson, Chairperson
Leo C. McCann, Vice-Chairperson
Michael Miceli, Secretary
John Matijevich, Commissioner
Kenneth Kessler, Commissioner

Also present:

Undersheriff Raymond Rose
Chief John Byrne
Chief Jennifer Witherspoon
Beth Prager, State's Attorney's Office
Susan Rankin, Executive Secretary

Session called to order at 9:30AM by Chairperson Watson.

Minutes from the 6/18/15 regular session and the 6/30/15, 7/8/15, and 7/10/15 special sessions were reviewed and unanimously approved on motion by John Matijevich, seconded by Lee McCann.

A summary of Personnel Action Items was distributed and accepted and ordered placed on file on motion of Ken Kessler, seconded by John Matijevich.

A summary of the YTD budget was distributed and reviewed, as well as expense reports reviewed and signed. John Matijevich made a motion to approve reports as presented, seconded by Mike Miceli. All in favor.

Review was made of the current entry and lateral transfer eligibility lists. There are currently 84 candidates on the entry Ranked List. There are two candidates on the Supplemental Transfer list. Seven candidates are currently on the Certified Eligibility list.

Discussion was made in regards to some questions regarding OpenHire access and licensing restrictions. OpenHire is the recruiting software platform used by Human Resources to attract, screen, and hire new employees. Undersheriff Rose will schedule a meeting with Human Resources, the Merit Commission, and members of the Sheriff's Office to discuss resolution of issues.

The Undersheriff requests that the Merit Commission place an advertisement for lateral transfers (those currently working as a Deputy or Municipal police officer) on the Lake County website job board. Susan Rankin will work with Human Resources to ensure the job is posted.

Chief John Byrne advised that Lieutenant John Lucas will be retiring from the Sheriff's Office on August 14, 2015 after 29 years of service. Deputy Lonnie Urban will be retiring from the Sheriff's Office on September 15, 2015 after 27 years of service.

The Commission reviewed the application and screening examinations for two lateral transfer candidates. By unanimous vote, Trevor Hansen and Alexis Rachwalski were certified to the Sheriff.

Meeting adjourned on motion of John Matijevich, seconded by Lee McCann at 11:05AM.